APPENDIX VII
CIRCULAR LETTER OF BANK INDONESIA
NUMBER 17/31/DPSP DATED 13 NOVEMBER 2015
CONCERNING
OPERATION OF SECURITIES ADMINISTRATION
THROUGH BANK INDONESIA-SCRIPLESS SECURITIES
SETTLEMENT SYSTEM

GUIDELINES FOR USING GUEST BANK FACILITY

Guest Bank Facility is provided by the Operator for Participant that experiences Foreseeable Condition and/or Emergency Situation and is not able to use SPP application, both Main SPP and Backup SPP, to perform operational activities of BI-SSSS. Guest Bank Facility services are provided in 4 (four) types of method that can be selected by Participant in accordance with the condition and the need of Participant as follows:

1. Shared SDG

    a. Shared SDG is a method of Guest Bank Facility services provided by the Operator to Participant using 1 (one) SDG application installed in 1 (one) infrastructure and configured to be able to be used jointly by more than 1 (one) Participant.

    b. Participant using Guest Bank Facility services with this method shall use source documents of Settlement instruction in the form of paper and/or electronic documents in the form of transaction files as the basis of sending transactions manually and/or semi-automatically.

    c. Operator shall provide non-connected users to Participants consisted of operator and sender to perform recording of Settlements upon transactions of Securities in a non-active condition.

    d. Administrator shall be in Participants.

    e. Predefined users are prepared or registered by BI for all Participants with the status of non-active users.

    f. Participants will activate the predefined users at the time of using the guest banks.

    g. Participants shall bring the user administrator and connected user including the token.

    h. The roles of predefined users shall be based on the predetermined standard by BI, consisting of operator and sender.

    i.   Participants must use their respective connected user to access to the SDG application of Guest Bank Facilities and perform connection and send Settlement instructions to BI-SSSS.

    j.   Procedure of using Shared SDG Guest Bank Facilities:

        1)   Preparation of Participants

            a)   bring the Connected User including Digital Certificate Token and non-Connected User;

            b)   prepare the officer who will conduct recording data, sending transaction data to SCN, and the other officer authorized in the operational execution of Guest Bank Facilities; and

            c)   bring the transaction data in the form of paper and/or electronic documents in the form of transaction files in external media.

        2)   Execution of operational activities of Guest Bank Facilities usage with Shared SDG method shall refer to the operational handbook of BI-SSSS.

2.   Standalone SDG

    a.   Standalone SDG is a method of Guest Bank Facility services provided by Operator with one SDG application installed in one infrastructure to be used by one Participant.

    b.   Participants that use Guest Bank Facility services with this method shall use the mechanism of database restore backup of SDG application owned by the concerned Participant for conducting database restore in the Guest Bank Facility SDG application and the source documents of transactions in the form of paper and/or electronic documents in the form of transaction files as the basis in sending Settlement instructions.

    c.   Operator shall provide the non-connected users to Participants to perform recording of Fund Transfer single credit transaction.

    d.   The Connected User, Digital Certificate Token, and non-connected user to access SDG application of Guest Bank Facilities and to perform connection as well as to send transactions to SCN are users owned by the concerned Participant.

                          e. <u>Procedure</u>...

e.   Prosedure for the use of Standalone SDG of Guest Bank Facilities:

1)   Preparation of Participants

a)   bring the Connected User including Digital Certificate Token and non-Connected User;

b)   prepare the officer who will conduct recording data, sending transaction data to SCN, and the other officer authorized in the operational execution of Guest Bank Facilities; and

c)   bring the transaction data in the form of paper and/or electronic documents in the form of transaction files as the basis in sending settlement instructions.

d)   prepare files database of backup SPP according to the operational handbook of BI-SSSS.

2)   Execution of operational activities of Guest Bank Facilities usage with Standalone SDG method shall refer to the operational handbook of BI-SSSS.

3.   Standalone SSTPG

a.   Standalone SSTPG is a Guest Bank Facility services method provided by Operator with one SSTPG application installed in one infrastructure to be used by one Participant.

b.   Participants using the Guest Bank Facility services with this method shall perform Settlement instructions with files to be sent through SSTPG application configured with the connected user provided by Operator and assigned to represent the Participants.

c.   Prosedure for use of Standalone SSTPG Guest Bank Facilities:

1)   Preparation of Participants

a)   bring Connected User, password along with Digital Certificate File for SSTPG;

b)   prepare the officer who will conduct recording data, sending transaction data to SCN, and the other officer authorized in the operational execution of Guest Bank Facilities; and

c)   bring transaction files.

2) Execution...

2) Execution of operational activities of using Guest Bank Facilities with Standalone SDG method shall refer to the operational handbook of BI-SSSS.

4. Own SPP

a. Own SPP is a method of Guest Bank Facility services provided by Operator in the form of access to the system in Operator using SPP application installed in the infrastructure owned by the concerned Participant brought to the location of the Guest Bank Facility.

b. SPP application and server used by Participants in the location of Guest Bank Facilities are owned by Participants.

c. Participants must use the Connected User and non-Connected User to access to the SDG application owned by Participants used in the Operator location and perform connection to the Operator's BI-SSSS and send Settlement instructions to BI-SSSS.

d. Procedure of using Guest Bank Facilities of Own SPP:

1) Preparation of Participants

a) In the event Participants use SDG:

(1) bring Connected User including Digital Certificate Token and non-Connected User;

(2) prepare the officer who will perform recording data, sending transaction data to SCN, the other officer authorized in the operational execution of Guest Bank Facilities; and

(3) bring the transaction data in the form of paper and/or electronic documents in the form of transaction files.

b) In the event Participants use SSTPG:

(1) bring Connected User, password including Digital Certificate File for SSTPG;

(2) prepare the officer who will perform recording data, sending transaction data to SCN, the other officer authorized in the operational execution of Guest Bank Facilities; and

(3) bring the transaction files.

2) Execution of operational activities of Guest Bank Facility usage with Own SPP method shall refer to the operational handbook of BI-SSSS.

BANK INDONESIA,

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